



# ICSEW

## GOVERNOR'S INTERAGENCY COMMITTEE OF STATE EMPLOYED WOMEN

*"To better the lives of state employed women"*

### GENERAL MEMBERSHIP TRANSITION MEETING

State Capitol Building

Columbia Room

July 14, 2009

8:00 am – 4:30 pm

- 8:00 – 8:30am Registration and Networking
- 8:00 – 8:35am Amilee Wilson, Chair – Call to Order and Announcements
- Thank you to guests and members for being here today.
  - The slideshow running during registration time highlights activities from the past year. It will be shown again at breaks and lunch.
  - Provided brief history of ICSEW, and pointed out history displays and history document in packets.
  - Reviewed materials in folders for guests and members, including *Roles and Responsibilities* pamphlet.
  - Reviewed agenda.
- 8:35 – 8:50am Karen DeWitt, Vice Chair – Introductions
- Karen asked members to introduce themselves, their agencies, and any guests present.
  - Karen introduced Keynote Speaker Linda Bremer, Director of the Office of General Administration.
- 8:50 – 9:25am Linda Bremer, Director of Office of General Administration (GA) – Keynote Speaker
- Welcome on behalf of GA and the Governor to the Capitol Campus.
  - She appreciates the dedication of employees to making the campus "a jewel."
  - ICSEW members are an elite group of women who take time to invest in development, network, and grow together. Less than two percent of the nation does that.
  - Keep in mind three things: Optimism, personal power, and possibility.
  - Linda told the story of a young girl who always gave unpredictable answers to her teachers. For example, when asked:
    - How many days of the week start with the letter "T"? She said, "Two – today and tomorrow."

- How many seconds in a year? She said, "Twelve – January 2<sup>nd</sup>, February 2<sup>nd</sup>, and so on."
  - How many "Ds" in *Rudolf the Red Nosed Reindeer*? She said this one was a challenge, so she kept singing it over to herself ("Duh-duh, duh duh duh duh duh").
- The point of this story is that "possibility thinking," or thinking about things in new ways, is vital to our success and to contributing to each other.
- Linda grew up in Texas in a Mexican-American family that spoke no English, and lived in a town still known as having the lowest per-capita income in the United States. But her parents believed in education as the avenue for her to have more opportunity, and they were right. By the time she was age 20, she had graduated with a degree in chemistry and math. She realized later she was able to do all this because of the support of her family, teachers, and colleagues in college who all believed in her, sometimes more than she believed in herself. Support is a really important dimension as we make our way through careers and transitions. ICSEW is set up to provide that within the committee and also back to members' home agencies.
- What she's learned from 40 years in business:
  - Each of us is in a place to share leadership – defined by Peter Drucker as the ability to lift our vision to something higher and better, whether it is a personal vision or vision of those around us.
  - Coping with uncertainty is a given today. We've all experienced big transitions (such as death of a loved one, divorce, career change, health issues, and so on). She thinks of transition as those things that happen around us. Transformation is what we do with that change. She believes she becomes stronger, more resilient, and gains more learning with every transition.
- General Motors' President and CEO recently said, "Business as usual is over at GM." Governor Gregoire said this same comment four and a half years ago about business in the State of Washington. We are fortunate to have someone as Governor who "gets it." The first thing she did as Governor was ask us to challenge the status quo.
- We all face budget cuts, layoffs, and so on. These times are historic. We are in a spot where we can make the biggest contribution of our lives. It may be as simple as the biggest contribution we make to ourselves. Once we grow bigger and more effective, others around us will also benefit. This tremendous opportunity is disguised as a challenge.
- Uncertainty is certain. Change is a constant. It's often difficult to accept it, embrace it, dig deep and make the most of it, because it's scary.
- Linda was diagnosed 10 years ago with breast cancer, and that was scary, especially when she didn't know what the tests

would show. This was during the holidays, and everything was in turmoil. It was the worst of times, but also the best of times. Linda was able to be more creative, and reflect on what she wanted her life to mean. She didn't know how much longer she would be around, so she was able to pay more attention to relationships, and not sweat the small stuff. Conflict is great because it allows us to make sure we understand where our values are and learn something new about moving to a new place. This experience gave her the opportunity to reshape her life, career and relationships.

- The process of experiencing a layoff or health issue is not easy. But if we look at uncertainty as an adventure, then we can see it as a problem to solve, rather than something happening to us. This helps us move from victim (poor me, something is happening around me I can't control) to victory (looking at what around me I can control). This helps us see possibilities.
- Linda shared these tips from Lane Wallace, which the Governor also supports:
  - Focus. In this time of uncertainty, focus on moving forward, on where you want to go, on the solution.
  - Prioritize. You can't do everything. What's most important?
  - Experiment: Try new things.
  - Remember to breathe. This helps clear your thinking.
  - Keep perspective. Remember it's a journey, one step at a time.
  - Take that next step. Keep at it.
- Linda is grateful to be alive and to have learned these lessons. Now she wants to share them with others. The way to come to terms with uncertainty is to stop looking at it as awful, and to believe in yourself.
- Linda distributed the *Strengths, Wisdom, and Choices* handout and reviewed it with the group.
- More keys to thriving during transition:
  - Remember generosity – think about supporting food banks and contributing to the Combined Fund Drive.
  - Remember there's a message in every piece of unwanted advice. Be a good listener.
  - Keep in mind the 80/20 Rule (Pareto's Principle): 20 percent of my effort gives me 80 percent of my results. Focus on what's good enough for excellence and quality, and don't worry about perfection. Learn to balance.
- Linda closed with a quote from a movie, *What the [bleep] do we know?*, describing a scientist who takes time each morning to intentionally create his day. The scientist believes if he didn't take this time, he wouldn't have the ideas and inspiration he has throughout the day. She encouraged the group to be in our intention, to create more than our day, to create a great future.
- Time for questions was allowed.

**Communications Committee**

**Chair: Tammy Risner, Office of the State Treasurer**

Accomplishments:

- Published the Fall 2008, Winter 2008, and Spring 2009 issues of the *InterAct* Newsletter.
- Created a new Legislative Special Edition *InterAct* Newsletter in Spring 2009.
- Trained the ICSEW backup Webmaster and secured a sub-committee co-chair.
- Completed the online guide, *How to Invite a Guest Speaker*.
- Collaborated with *FTE Magazine* to include an ICSEW link beginning February 2009.
- Developed an efficient tracking and editing process to increase newsletter quality and length.

Recognition of Members:

- Teresa Glidden, Office of the Secretary of State
- Pat Carlson, Gambling Commission
- Teresa Reno, Department of Ecology
- Tiffany LeMoine, Department of Revenue
- Anne Williams, Department of Corrections
- Anna Gill, Utilities and Transportation Commission

**Education Committee**

**Amilee Wilson on behalf of Chair: Michelle Lucero, Department of  
Agriculture**

Accomplishments:

- Coordinated 24 various training classes for state employees.
- Streamlined ICSEW training announcements and tailored trainings to fit state employee needs during tough economic times.
- Assessed new trainers and pilot classes in preparation for when agency training budgets improve for state employees.
- Located and advertised free Department of Personnel sessions and online management trainings for state employees.
- Contributed to the *InterAct* Newsletter.

Recognition of Members:

- Sarah Barrie, Department of Ecology

**Health and Wellness Committee**

**Chair: Kris Reichl, Department of Health**

Accomplishments:

- Updated sub-committee policy to reflect current activities.
- Contributed to the *InterAct* Newsletter.
- Provided health and wellness-related information and materials through the ICSEW LISTSERV.
- Provided health and wellness-related activities at General Membership meetings.
- Organized the fifth Annual Washington State Women's Health Fair.
- Provided consultation to state agencies on developing agency-specific health fairs and screenings.
- Monitored health and health care-related legislation affecting state employees.

**Recognition of Members:**

- Kelly Boston, Department of Social and Health Services
- Karen DeWitt, Washington State Patrol
- Sheila Ichita, Department of Health
- Alison Navarette, University of Washington
- Kim Sauer, Liquor Control Board
- June Hershey, Department of Social and Health Services

**History Committee**

**Chair: Teresa Glidden, Office of the Secretary of State**

**Accomplishments:**

- Partnered with the Washington Women's History Consortium to obtain templates for new ICSEW displays.
- Organized a meeting with the Washington State Archives to sort and obtain ICSEW historical documents in preparation for the new displays.
- Collaborated with the ICSEW Chair and Conference Chair to develop two new ICSEW displays to use during annual events highlighting yearly activities and capturing historical events for future ICSEW members.
- Contributed to the *InterAct* Newsletter.
- Coordinated the first ICSEW *Relay for Life* team raising over \$3,000 for the American Cancer Society.

**Recognition of Members:**

- Pat Carlson, Gambling Commission
- Leesa Gilbertson, Health Care Authority
- Genevieve O'Sullivan, State Auditor's Office
- Amilee Wilson, Department of Fish and Wildlife

**Legislative Committee**

**Chair: Andrea Harker, Department of Labor and Industries**

**Accomplishments:**

- Ensured ICSEW priorities were in line with the Governor's priorities.
- Obtained training for the sub-committee on tracking and monitoring bills.
- Tracked and monitored federal and state bills of interest to ICSEW and state employed women.
- Helped transition this committee from ad hoc to standing, to better align with ICSEW priorities.
- Created a policy to reflect sub-committee purpose, intent, scope, and procedures.
- Contributed to ICSEW's first Legislative Special Edition *InterAct* Newsletter.

#### Recognition of Members:

- Kim Bucarelli, Department of General Administration
- KayCee Johnson, Department of Licensing
- Karen DeWitt, Washington State Patrol
- Angie Naillon, Department of Financial Institutions
- Anna Jones, Department of Natural Resources
- Charlene Kay, Department of Transportation
- Juanessa Scott, Services for the Blind
- Audrey Pitchford, Office of Insurance Commissioner

9:45 – 10:00am Chris Gregoire, Governor – Committee Address

- Thanks to all for being here today and for serving on this committee.
- She has been reflecting on the idea of evolution, of ICSEW and in her own career, and told these two stories to illustrate how much has changed:
  - When she first was running for Attorney General in 1992, after her initial debate an elderly gentleman came up to her, shaking his head and saying, "No." She had thought the debate went well, and asked him why he was shaking his head. He replied, "Women shouldn't be generals."
  - Two years ago, she was visiting a classroom and telling kids they could be anything they wanted to be. One boy came up and said, "Hey lady, I want you to know, I want to be just like you when I grow up." Governor Gregoire also works with a State Patrol officer who has two daughters, and the daughters tell their friends you have to be a girl to be the Governor.
- Look at the challenges in the workplace today, and think about how things have changed over time. Your work will always be critical and important. And it is probably more challenging now than ever.
- This is the toughest time the Governor has seen since starting with state government in 1969 – not just here, but everywhere in the country.
- Now is the time for us to work together, in ways we may have never have anticipated. We need to make sure we're helping

each other out. Imagine others' circumstances as they go home – both for clients and for coworkers.

- In the Great Depression, the good that came out of the situation was that people came together and looked out for each other – not just friends and family, but neighbors and even strangers.
- When Governor Gregoire visits food banks she sees people with families and jobs waiting for help. Many of these people didn't think they'd ever be there except as a volunteer.
- As we serve the public, we have to be understanding and compassionate about them, and also about the people sitting next to us in the workplace.
- Her goal is to manage through the crisis, and to come out at other end with our values and foundation intact (and she believes we will), as competitive as ever, not leaving any child behind. She wants to make sure we do everything possible to retain the good from working together.
- Now is the time to think about ways we collectively can work together and stay together in these tough economic times.
- She couldn't be more proud of state employees and state service. She was called to service and inspired by John F. Kennedy. She has never lost her enthusiasm or pride in being a state employee, whether state employees were being "trashed" or praised. She is also very proud to be in Washington State, because we have our values, and because she knows people came to public service not to get rich in their pocketbooks, but gaining richness because of whom they work with and serve.
- She is looking forward to getting out of these tough economic times stronger than ever.
- Thank you for your work – she is looking forward to working with us all in the future.

10:00 – 10:15am Break

10:15 – 10:55am Sam Reed – Secretary of State, Guest Speaker

- He is pleased and proud everyone is giving of themselves and their time to serve and to help get others engaged.
- America is unique compared historically to Europe and Asia, due to the sense that individuals have so much to give that we should be volunteering. Historically, volunteering was the privilege and duty of upper classes. Alexis de Tocqueville commented in the 1800s how unusual in our country is in that volunteering happens with people of all levels. Also, in our nation, it's not just the rich who donate money. Mr. Reed was a founder of Combined Fund Drive and thinks it's wonderful and remarkable how much is donated every year by state employees, because they care and want to make a difference.
- One especially great experience he has with donating is, while ringing the bell for the Salvation Army, seeing people give their children money to put in the kettle. This teaches the next generation how important it is to give and contribute.

- He had to deal with significant challenges in both his first and second term (he's been in office since 2000). In the first term, there were concerns about election reform due to problems in Florida, and political parties sued Washington State over our primary system. In 2002 he fought a proposal to eliminate the state library.
- His theme for his 3<sup>rd</sup> term is "community involvement." He's focusing on encouraging individuals, particularly young people but the broader community as well, to get engaged. He toured 22 college campuses in April, talking to students about, "Find your one thing." In other words, figure out what's your passion, what you care about, and then pursue it. If you connect and get involved in the community in a certain way, then you are also more likely to participate in other ways (i.e., voting).
- His office wants to recognize corporations that give back to the community. They also want people to be registered to vote and to be informed.
- Please spread the word more to other state employees: Volunteer activities really bring about life transitions – you learn things about yourself, as well as job-related skills such as recruiting, organizing, and supervising. What works with volunteers often works better than traditional management techniques with employees (for example, inspire them, let them know they make a difference, recognize them and let them know they're appreciated.)
- You volunteer because you care about the cause, but what you bring is your skills and that's valuable for the organization. He also encourages everyone to take advantage of new tasks. Think of things that make you nervous (i.e., public speaking, fundraising, etc.) – and start with a charity, arts group, etc. You learn very fast what works and what doesn't, and what your strengths and weaknesses are. You can get very good just by doing it. You also realize you can do it. You also model a good example for coworkers, kids, families, etc.
- Sometimes we feel so busy already, tired from work, we go home to family responsibilities, and tell ourselves we don't have time to volunteer. When he thinks this way, he remembers how inspiring it was to be part of helping the American Cancer Society bring children with cancer, as well as their siblings, to camp. The kids with cancer got to be just regular campers for a week, instead of patients, and the kids who were the healthy brothers and sisters got to connect with other siblings and realize some of their feelings toward their ill sibling (jealously, resentment, guilt) were very universal, and they weren't alone. Whenever he's in a volunteer meeting that's taking a long time, he remembers this story as why he's doing what he does.
- Thank you for your service on this committee. He knows we all are already engaged in our communities. He asks us all to please help get the word out more to young people and people



of all ages to be engaged – volunteering and community engagement contributes to health.

- Time allowed for questions:
  - **What motivated you to become Secretary of the State of Washington?** He has always had a passion for elections. His grandfather was a legislator, and all his grandparents and parents were very involved in the community. He learned at a young age the importance of being engaged in community life and what a profound difference it makes. Plus, everything his office does is positive – they don't arrest anyone, tax anyone, or regulate anyone. They help people vote and get better informed. He's been recruited for other offices but he enjoys what he does, and likes getting up every morning for his job.
  - **If ICSEW chose to do digital archives, how could we go about doing that?** This is the ability to archive electronic records, in addition to scanning in old paper records. Their office has built an archive in Cheney at Eastern Washington University – please visit it if you can, it's fascinating. They rely on volunteers to help scan in records. If you care about history or genealogy, they'd love your help.
  - **If someone wanted to volunteer to scan digital archives, could they do this from Olympia? For example, could this be a project for the History Committee?** Yes. Their volunteers come from all over the state, the nation, and even Australia. You can do this from anywhere with a computer and scanner. This is a wonderful project that gives a great sense of accomplishment. The organizer is Terry Nelson.

10:55 – 11:15am ICSEW Board – Sub-Committee Accomplishments and Recognition of Members (continued)

#### **Membership Committee**

**Chair: Sharon Edwards, Department of Retirement Systems**

#### Accomplishments:

- Met with current sub-committee members to solidify goals and objectives.
- Hosted the general membership meetings, including the 2008 Transition Meeting, and helped facilitate the expansion of the January 2009 meeting to include state employee guests.
- Coordinated the Public Services Recognition Week (PSRW) booth in Olympia.
- Worked towards increasing agency and department representation in the ICSEW.
- Connected new members (representatives and alternates) to ICSEW and the ICSEW LISTSERV.

- Partnered with the Governor's Office to streamline processes and ensure agency appointment terms for state agencies by proactively soliciting new members for the 2009-2011 term.

Recognition of Members:

- Kim Anensen, Employment Security Department
- Darrela Standfill, Parks and Recreation
- Carolyn Currie, Office of the Attorney General
- Betsy Hagen, Higher Education Coordinating Board
- Darla Bauknecht, Eastern Washington University
- Carmen Acevedo-Perez, State Lottery
- Dena Nelson, Employment Security Department

**Professional Development Committee**

**Chair: Meagan Macvie, Department of Personnel**

Accomplishments:

- Updated sub-committee policy to reflect current activities.
- Facilitated peer mentoring activity at the September 2008 General Membership meeting.
- Conducted a statewide toiletries drive in November 2008 to benefit the Olympia YWCA's Other Bank.
- Hosted the January 2009 General Membership meeting, *The Future of Women in the Workforce*, at which ICSEW members and guests were invited to hear speakers and attend micro-workshops on professional development topics.
- Coordinated the Annual ICSEW Statewide Clothing Drive in March 2009, collecting new and gently-used professional clothing totaling more than \$47,000 for local clothing banks.

Recognition of Members:

- Roberta Carpenter, State Gambling Commission
- Michelle Fisher, Office of Insurance Commissioner
- Marchelle Lee, Department of Transportation
- Lisa Fortson, Pierce College
- Kimberly Mathis, Department of Licensing
- Jolena Missildine, Department of Information Services
- Jewel Cervantes, Office of the Governor
- Darla Mann, Department of Information Services
- Carolyn Currie, Office of the Attorney General
- Kim Hardeman, Department of Labor and Industries
- Audrey Pitchford, Office of Insurance Commissioner
- Altavia Jones, Department of Corrections
- Angela Knight, Office of Financial Management
- Susie LaPalm, Department of Personnel

**Take our Daughters and Sons to Work® Day Committee**

**Chair: Roberta Carpenter, State Gambling Commission**

Accomplishments:

- Designed and distributed the 2008 TODSTW® Day survey for state employees throughout Washington.
- Secured the 2009 TODSTW® Day event date and proclamation with the Governor's Office.
- Coordinated the 2009 TODSTW® Day planning meeting for various state agencies, to assist them with their events and share resources and activities.
- Partnered with the Society of Women Engineers to provide activities for TODSTW® Day.

Recognition of Members:

- Sharon Edwards, Department of Retirement Systems
- Margaret Brennan, State Investment Board
- Darla Mann, Department of Information Services
- Amilee Wilson, Department of Fish and Wildlife
- Genevieve O'Sullivan, State Auditor's Office

**Conference Committee**

**Chair: Genevieve O'Sullivan, State Auditor's Office**

Accomplishments:

- Due to economic conditions, moved the 2010 ICSEW Biennial Leadership Conference to 2011.
- Finalized the contract with Thriva for the 2008 and 2011 conferences.
- Researched cost-effective locations beyond traditional hotels and convention centers.
- Began initial planning process for the 2011 conference.

Recognition of Members:

- Kim Mathis, Department of Licensing
- Darla Bauknecht, Eastern Washington University
- Anna Jones, Department of Natural Resources
- Sharon Edwards, Department of Retirement Systems
- Melissa Wareham, Health Care Authority

11:15 – 11:50am Amilee Wilson, Chair – Executive Board Recognition:  
Honorees receiving letters from the Governor and ICSEW Chair, plus a token of appreciation:

- Karen DeWitt, Washington State Patrol, Vice Chair
- Audrey Pitchford, Office of Insurance Commissioner, Executive Secretary
- Michelle Fisher, Office of Insurance Commissioner, Co-Secretary
- Kim Sauer, Liquor Control Board, Executive Treasurer
- Tammy Risner, State Treasurer's Office, Communications Chair
- Tiffany LeMoine, Department of Revenue, Communications Co-Chair

- Teresa Glidden, Office of the Secretary of State, History Chair and Webmaster
- Teresa Reno, Department of Ecology, back-up Webmaster
- Andrea Harker, Department of Labor and Industries, Legislative Chair
- Meagan Macvie, Department of Personnel, Professional Development Chair
- Kim Hardeman, Department of Labor and Industries, Professional Development Co-Chair
- Sharon Edwards, Department of Retirement Systems, Membership Chair
- Dena Nelson, Employment Security Department, Membership Co-Chair
- Roberta Carpenter, State Gambling Commission, TODSTW® Day Chair
- Kris Reichl, Department of Health, Health and Wellness Chair
- Michelle Lucero, Department of Agriculture, Education Chair
- Kristi Aravena, Department of Commerce, Health and Wellness Co-Chair
- Genevieve O'Sullivan, State Auditor's Office, Conference Chair

11:50am – 12:05pm Amilee Wilson, Chair – Recognition of Outstanding Committee Members: Honorees receiving letters from the Governor and ICSEW Chair, plus a token of appreciation:

- Sarah Barrie, Department of Ecology, Education Committee
- Sheila Ichita, Department of Health, Health and Wellness Committee
- Anna Jones, Department of Natural Resources, Legislative Committee
- Darla Bauknecht, Eastern Washington University, Conference and Membership Committees
- Margaret Brennan, State Investment Board, TODSTW® Day Committee
- Angela Knight, Office of Financial Management, Professional Development Committee
- Darrela Standfill, Parks and Recreation, Membership Committee
- Kim Anenson, Employment Security, Membership Committee
- Kelly Boston, Department of Social and Health Services, Health and Wellness Committee
- Sherry Hickam, Office of the Attorney General, Cell Phone Coordinator
- Jewel Cervantes, Office of the Governor, Professional Development Committee

12:05 – 12:10pm Executive Board – Recognition of Chair Amilee Wilson

- Chair received letters from the Governor, ICSEW Vice Chair, and Executive Board, plus tokens of appreciation from the committee and board.

12:10 – 1:10pm      Adjourn to Lunch

1:10 – 1:50pm      Amilee Wilson, Chair – Introductory Remarks for New Members

- Welcome to and photos with recently-appointed and re-appointed members:
  - Amy Swett, Office of Insurance Commissioner
  - Andrea Harker, Department of Labor and Industries
  - Anna Gill, Utilities and Trade Commission
  - April Wright, Department of Social and Health Services
  - Barbara Cleveland, Office of Administrative Hearings
  - Brenda Merritt, Office of Superintendent of Public Instruction
  - Carmen Acevedo-Perez, State Lottery
  - Carolyn Currie, Office of Attorney General
  - Charlotte Wang, Liquor Control Board
  - Darla Mann, Department of Information Services
  - Dena Nelson, Employment Security Department
  - Elizabeth Cady, Department of Social and Health Services
  - Jessica Bradley, Public Employee Relations Commission
  - Karen Pyle, Workforce Training and Education Board
  - Kimberly Hoff, Department of Financial Institutions
  - Leesa Gilbertson, Health Care Authority
  - Lonna Hocker, Dept of Revenue
  - Melissa Rubenstein, Department of Personnel
  - Melinda Campbell, Office of the Governor
  - Pam Crowley, Board of Industrial Insurance Appeals
  - Rachel LeBaron Anderson, Recreation and Conservation Office
  - Roberta Carpenter, Gambling Commission
  - Samantha Smithingell, Office of Financial Management
  - Sonya Hirsch, Criminal Justice Training Commission
  - Spring Benson, Department of Social and Health Services
  - Teresa Reno, Department of Ecology
  - Allison Navarrette, University of Washington
  - Altavia Jones, Department of Corrections
  - Amilee Wilson, Department of Fish and Wildlife
  - Anna Jones, Department of Natural Resources
  - Betsy Hagen, Higher Education Coordinating Board
  - Charlene Kay, Department of Transportation
  - Darla Bauknecht, Eastern Washington University
  - Darrela Standfill, Parks and Recreation
  - Gen O'Sullivan, State Auditor's Office
  - Janet Mertz, School for the Blind
  - Karen DeWitt, Washington State Patrol
  - Tammy Risner, State Treasurer's Office
  - Teresa Glidden, Office of the Secretary of State
- Welcome to and photos with re-appointed alternates:
  - Diana McCutcheon, Office of Administrative Hearings

- Jolena Missildine, Department of Information Services
  - Marchelle Lee, Department of Transportation
  - Melissa Wareham, Health Care Authority
  - Michelle Fisher, Office of Insurance Commissioner
- Welcome to and photos with new alternates:
  - Patty Danner, Department of Licensing
  - Denise Roush-Livingston, Department of Natural Resources
  - Lynn Clevenger, State Gambling Commission
  - Carla Skog, Department of Ecology
  - Heidi Enfinger, Public Employment Relations Commission
  - Mary Schwartz, Department of Commerce
  - Noel Parrish, Department of General Administration
- Amilee ensured all new members had name badges and pins.
- Due to the limited number of General Membership meetings (six per year), attendance to these is mandatory. If you are not able to attend in person, you may have your alternate take your place, and if there will be a voting action you may complete a proxy form.
- The July meeting is the Transition Meeting, and subsequent meetings are bimonthly throughout the year. Members' packets have meeting dates and locations. Please put these on your calendars. They will also be posted on the ICSEW Web site and Amilee generally sends out a friendly reminder with the agenda a week before the meeting, through the LISTSERV.
- Members stay connected through the LISTSERV, which is one of our primary means of communication. Please sign up to receive pertinent announcements about activities, events, and other information. Contact new Membership Chair Margaret Brennan if you're not on the LISTSERV and she can help you. There is also a link to join it on the ICSEW Web site, on the Membership page. Contact Margaret with any problems.
- We offer monthly educational trainings and events throughout year that are open to all state employees and the public. We communicate these to state employees through our members. You are our connection to agencies. Please take communications from LISTSERV announcements share them in your agency through the appropriate channels. Find out from the previous representative the appropriate mode for communicating and distributing ICSEW information. If you are unsure, find out from your agency or department head how they would like you to distribute information within your agency.
- ICSEW has an Executive Board consisting of a Chair, Vice Chair, Secretary, Treasurer, and eight sub-committee chairs. There is also a cell phone coordinator.
- Current vacancies on the board include:
  - Secretary: Responsible for taking minutes at every Executive Board and General Membership meeting, and

- creating and distributing ICSEW correspondence. For questions, see Audrey Pitchford.
  - Professional Development Committee Chair: This committee will now include the Education Committee due to the current economic times. This committee will host mentoring activities, guest speakers, and charitable events. They will set up monthly educational trainings for all state employees, manage the online registration site, secure facilities, and provide free brown-bag opportunities. For questions, see Meagan Macvie.
  - Chair Vacancy for New Ad-hoc Committee: Gifts & Grants Committee: ICSEW is currently self-supporting; we receive no budget from the Governor or legislature to conduct business. We received a donation from a former member, and historically bring in income with our monthly trainings and biennial conference. However, funds are dwindling due to the economy's impact on state employees' ability to participate in trainings, and we rescheduled our conference from 2010 to 2011 for the same reason. We want to look for ways to be more self-supporting, such as tapping into grants and donations. We are allowed to accept gifts, grants and donations under state ethics law. We also want to diversify our sources of funding, so we may continue our momentum of reaching all state employees. For questions, see Genevieve O'Sullivan.
  - Cell Phone Coordinator: We support the Human Response Network (HRN) in Lewis County, by collecting used cell phones and chargers. HRN wipes the phone clean (for free) and programs them to call 911 only, then passes them along to domestic violence victims and their families. For questions, see Amilee.
- All positions are open until Monday, July 20. If you are interested, please send Amilee an e-mail of interest, including the skills, abilities, and experience that makes you a good fit for that position. Amilee's contact information is on the Web site, and she also has business cards she can provide you.
- How much time you invest in ICSEW equates to what you are going to get out of it. She encourages you to devote as much time and energy as possible – you won't be disappointed.
- Introduction of board members representing committees and roles at upcoming round robin activity
  - Communications: Tammy Risner, Chair
  - Conference: Genevieve O'Sullivan, Outgoing Chair, and Darla Bauknecht, Incoming Chair
  - Health and Wellness: Kris Reichl, Outgoing Chair
  - History: Teresa Glidden, Chair
  - Legislative: Andrea Harker, Outgoing Chair, and Anna Jones, Incoming Chair
  - Membership: Sharon Edwards, Outgoing Chair, and Margaret Brennan, Incoming Chair

- Professional Development and Education: Meagan Macvie, Outgoing PDC Chair
- TODSTW® Day: Roberta Carpenter, Chair
- Secretary: Audrey Pitchford, Outgoing Secretary
- Treasurer: Kim Sauer, Outgoing Chair; Sharon Edwards, Incoming Chair

1:50 – 3:10pm All – Sub-Committee Round Robin

- Members had time to rotate among tables and learn about various sub-committees.
- Members were encouraged to each join one sub-committee.
- Members also had time to find out more specifics about open board vacancies.

3:10 – 3:25pm Break

3:25 – 4:30pm Genevieve O’Sullivan, Vice Chair – Committee Member Table Top Discussion

- Members split into small groups, with a mix in each group of existing members, new members, and outgoing members.
- Each group responded to a series of questions, and then shared answers with the larger group.
- This will help the Executive Board steer the committee over the next year.

All members:

- If you could identify key issues initiating change for your agency that ICSEW could address in the form of policies, statutes and legislation, what would those key issues be?
  - Equal pay for equal work / wage parity (i.e., with private sector).
  - Get rid of nepotism.
  - Clarify hiring practices.
  - Prevention of budget cuts hitting field locations.
  - Perception of sexual discrimination – survey results conflict.
  - Executive management hiring continues, but line staff are halted.
  - Domestic violence and cell phones drive.
  - Flex/alternative schedules – continued support.
  - Wellness program in place and active for every agency.
  - Telecommuting / Commute Trip Reduction.
  - Paid maternity leave.
  - Lactation rooms.
  - Equal access to tuition reimbursement and uniform tuition assistance laws.
  - Its unclear how instrumental ICSEW can be – get clarification on what this committee is able to do. What is within ICSEW purview? Where will we come up against barriers?



- Ability for transfer students to go to four-year schools – help with transferring.
- Cuts to training budgets are short-sighted – come up with alternate ways to learn (e-learning, etc.).
- Staff recognition, evaluation, and feedback.
- See if other states have similar committees – partner with them and see what they do.
- Plain Talk.
- Time to work on the committee.
- Initiatives impacting gender (non-traditional roles).
- Education on sexual assault / domestic violence.
- More awareness and communication of bills / initiatives.
- Safety and security issues and abuse (fear is high during economic constraints).
- Let working parents have work time to volunteer in classrooms.
- Rotating schedules for parents.
- Total compensation factor – work / life balance.
- How to quantify \$ / benefits / flexible schedule.
- Time paid each week for workout.
- Food justice available in and around state building (stimulate local economy).

New and existing members:

- What do you hope to gain this year as a (member / new member) of ICSEW?
  - More knowledge about workings and history of ICSEW.
  - Tangible record (digital) of ICSEW history and legacy.
  - More service to community (e.g., Relay for Life).
  - Networking about other agencies and careers at other agencies.
  - More leadership skills.
  - Increased presence in Eastern Washington.
  - More awareness to directors / agency heads.
  - Meet new people – get a sense of what the committee is about.
  - Networking and exposure.
  - Education and camaraderie.
  - Learn about state employment.
  - Immerse self in state government.
  - Learn what other agencies do.
  - Figure out ways to connect with state government.
  - Stretch out of my comfort zone.
  - Experience to grow.
  - Learning from others.
  - More growth / experience.
  - More guidelines: “How to improve communications in your agency.”
  - Inherit strengths of other members.
  - Have fun.

- Develop a way to prioritize workload and volunteer workload over next year; develop organization skills in these areas.
- Learn best business practices and new practices and opportunities.
- Opportunity to be a chair, mentor others, network, use skills, and share knowledge.
- Inspiration from motivational speakers; gain knowledge through listening.
- Gain members / increase participation.
- What do you hope to contribute this year as a member of ICSEW?
  - Bring outdoors to ICSEW – sustainability, camping, health and wellness, stewardship.
  - Passion for giving.
  - Time and service.
  - Finding our one thing.
  - Contribute to Conference Committee success – share skills and abilities.
  - Share knowledge of DSHS.
  - Digital scanning and PDC/Ed Committee, clothing drive and toiletries.
  - Increased involvement.
  - Make the newsletter a better resource for ICSEW.
  - Enthusiasm – strong interest in education.
  - Contribute to committee, share experiences.
  - Organization skills / leadership, be helpful.
  - More openness / be more involved.
  - Be more approachable / stretch.
  - Be active, contribute, be on a sub-committee, be an active participant.
  - See how I can help people in my agency who aren't on this committee benefit. Provide good representation.
  - Increase agency participation (such as at clothing drives, etc.).
  - Time and energy.
  - Learn to improve my communication.
  - Expertise, time.
  - A productive committee member.
  - Provide past expertise to committees.
  - Enthusiasm / assist and knowledge.
  - Creative abilities.
  - Idea generator – give “face-lifts” (to old ideas) and create new ideas.
  - Bring ICSEW back to agency's day-to-day business.
  - Fresh eyes and ideas.
  - Sense of humor.

New members:

- What do you feel you would need in order to be a productive member of ICSEW (type of environment, resources, support, etc.)?
  - Communication – e.g., LISTSERV.
  - Support from supervisor / buy-in from management.
  - Using current members as a resource.
  - Mentoring with new / old members.
  - More hand-holding/instruction on what to do for folks who join mid-year.
  - Match new members with existing members briefly.
  - Current membership list.
  - More time.
  - Guidance on next step.
  - Tools to communicate with agency.
  - Freedom to delegate time to ICSEW.
  - Prioritize.
  - Resource awareness.
  - Sub-committee LISTSERV or e-mail distribution list.
  - How to do more with less (less time).
  - Expectations – quality of outcomes?
  - Safe environment to receive encouragement and constructive criticism.
  - Learn to be politically savvy.

Existing members:

- How did you learn about ICSEW and what interested you most when you applied as a representative or alternate?
  - In the 1980's at the Governor's ball. Later I started as the alternate and then the representative quit. Many professional women to learn from.
  - Training opportunities through ICSEW. Also stumbled across the Website.
  - Carried flag at conference in Yakima.
  - Conference – good time!
  - Newsletter and conference – in 1990s
  - Daily Bulletin advertisement
  - Was asked by a peer in Eastern Washington if she could do it as she had an easier travel situation – it's been a nice way for her to connect with other professionals as she works from a home office.
  - Good opportunity for professional and personal growth
  - E-mail.
  - Though existing members, networking, *InterAct* publication, professional growth, sharing knowledge, women's initiatives, heart of service.
  - Was appointed – had no idea what it was about at first but really like it now.
  - Previous chair was recruiting.
  - Appointed by previous representative to become the alternate. Learning zone was created here. Enjoys the inspirational speakers.

Members rotating off the committee:

- Please share your biggest contribution to ICSEW over your appointment term.
  - Mentoring and leadership.
  - Chairing the Health & Wellness Committee.
  - Ensuring all Executive Board minutes are posted on the Web and available to all members.
  - Professionalism.
  - Polish newsletters.
  - "How-to" guidelines / communicate with agency.
  - Experience gained.
  - Process improvement.
  - Spearheading toiletries drive.
  - Prompted more active volunteering.
- If you could give one piece of advice to new and existing committee members, what would it be?
  - Stay strong, share your passions.
  - Jump right in – get your feet wet.
  - Reach out – find a good fit.
  - Know your limits / set boundaries.
  - Make the most of it – you'll get out of it what you put into it.
  - Keep in touch with representative and alternate.
  - Take advantage of networking.
  - Help out with any committee.
  - Get out of your comfort zone.
  - Don't hesitate to bring forward ideas from your agency or yourself.
- How would you support ICSEW once you have rotated off the committee?
  - Attend meetings.
  - Offer contact information as a resource.
  - In any way – phone call / e-mail away.
  - Answer any questions as needed for new Secretary and agency representative.
  - Nag Amilee to use her V-Spa gift certificate and give herself a break!
  - Mentor existing rep.
  - Stay on the LISTSERV.
  - Stay active in serving.
  - Resource for new members.
  - Spread the word.
  - Documented processes / documentation.
- Please share your fondest member or experience on ICSEW with new and existing committee members.
  - In Wenatchee at Karen's house.
  - Relay for Life.
  - Sorting clothes at the Clothing Drive.
  - Helping out, networking.

- Serving on a sub-committee.
- Interacting with people.

4:30 – 4:40pm Amilee Wilson, Chair – Wrap-up

- Show of hands – who's already signed up for a committee?
- Reminders:
  - Return your name tags and table tents to the Membership Committee table out front.
  - Send Amilee your e-mail of interest for any open board positions.
  - Submit articles for Summer InterAct to Tammy Risner.
- What went well in today's meeting?
  - Food
  - Speakers
  - Visit from the Governor
  - Power point
  - Folders
- What could go better?
  - It was hard to see the Power point because of the lighting.
  - Have a better mix between listening and activities (morning was mostly listening, afternoon was mostly activities).
  - Use more sustainable processes (less paper). For example, use overheads and verbal instructions more.
  - Include ice breakers and wellness activities.

4:40pm Meeting adjourned.